



Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

**CITY ORDINANCE NO. 21-43 (GENERAL)**

**Author** : SP Member Jonas Glyn P. Labuguen  
Chair, Committee on Personnel Affairs  
and Appointment

**Sponsors** : SP Member Vivencio Q. Lozares, Jr.  
SP Member Kristine Jane M. Perdito-Barison  
SP Member Isagani L. Culanding  
SP Member Walter C. Martinez  
SP Member Hernando M. Granados  
SP Member Gary A. Grepo  
SP Member Clarissel J. Campaña-Moral  
SP Member Jowie S. Carampot  
SP Member J-M Vergel M. Columna  
SP Member Florencio D. Ayos  
SP Member Richard R. Parin  
SP Member Alfredo S. Ching  
SP Member Reienel R. Ferrer

**CREATING 55 VARIOUS PLANTILLA POSITIONS IN THE CITY GOVERNMENT OF GENERAL TRIAS; DETERMINING THE POWERS, DUTIES AND FUNCTIONS, AND APPOINTMENTS AND QUALIFICATIONS; AND APPROPRIATING FUNDS THEREFOR.**

**WHEREAS, Section 458 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod is empowered to determine the positions, salaries, wages and other emoluments and benefits of officials and employees, paid wholly or mainly from the City funds and provide for the expenditures necessary for proper conduct of programs, projects, services and activities of the City Government;**

**WHEREAS, Article 163 of the Implementing Rules and Regulations of the above-mentioned Code also provides that the local government unit shall design and implement its organizational structure and staffing pattern taking into consideration its priority needs, service requirements and financial capabilities, consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC);**

**NOW THEREFORE, on motion of SP Member Jonas Glyn P. Labuguen duly seconded by SP Member Vivencio Q. Lozares, Jr.,**

**Be it ordained by the Sangguniang Panlungsod, that:**

**Section 1. TITLE. - This Ordinance shall be known as "Creation of 55 Various Plantilla Positions in the City Government of General Trias Ordinance".**

**Section 2. PURPOSE - To meet the needs of the present demand of a very functional and responsive government institution, it is imperative to create the different positions in the organizational structure and staffing pattern of the City Government.**

**Section 3. CREATION OF PLANTILLA POSITIONS - the following 55 Plantilla Positions with corresponding number, salary grade and item are hereby created.**

**CONTINUED ON NEXT PAGE.**





Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 2 of City Ordinance No. 21-43 (General):

A. Office of the City Mayor

A.1 General Trias Medicare Hospital

Position / Item	Quantity	Salary Grade (SG)
Chief of Hospital II	1	25
Medical Officer IV	1	23
Medical Officer III	2	21
Nurse II	2	17
Medical Technologist I	2	11
Pharmacist I	1	11
Administrative Aide III (Driver I)	1	3
Cook I	1	3
Administrative Aide I (Utility Worker I)	3	1

A.2 City Disaster Risk Reduction and Management Division

Position / Item	Quantity	Salary Grade (SG)
Local Disaster Risk Reduction Management Officer II	2	15
Local Disaster Risk Reduction Management Assistant	3	8
Administrative Assistant I (Computer Operator I)	1	7
Administrative Aide VI (Electronics and Communications Equipment Technician I)	1	6
Administrative Aide III (Driver I)	3	3
Administrative Aide III (Audio-Visual Equipment Operator I)	2	3

A.3 Internal Audit and Management Information Division

Position / Item	Quantity	Salary Grade (SG)
Internal Auditor III	1	18
Internal Auditor II	1	15
Internal Auditor I	1	11

A.4 City Urban Poor Affairs Section

Position / Item	Quantity	Salary Grade (SG)
Housing and Homesite Regulation Officer III	1	16

CONTINUED ON NEXT PAGE





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 3 of City Ordinance No. 21-43 (General):

**A.5 City Cooperative Development Section**

Position / Item	Quantity	Salary Grade (SG)
Supervising Cooperatives Development Specialist	1	22

**A.6 City Building Regulatory Division**

Position / Item	Quantity	Salary Grade (SG)
Engineering Aide	2	4

**B. Office of the City Information and Tourism Officer**

Position / Item	Quantity	Salary Grade (SG)
Administrative Assistant IV (Photographer III)	1	10

**C. Office of the City Health Officer**

Position / Item	Quantity	Salary Grade (SG)
Medical Officer IV	1	23
Nurse II	3	17

**D. Office of the City Social Welfare and Development Officer**

Position / Item	Quantity	Salary Grade (SG)
Social Welfare Officer I	2	11

**E. Office of the City General Services Officer**

Position / Item	Quantity	Salary Grade (SG)
Engineer IV	1	22

**F. Office of the City Environmental and Natural Resources Officer**

Position / Item	Quantity	Salary Grade (SG)
Supervising Environmental Management Specialist	1	22

**G. Office of the City Engineer**

Position / Item	Quantity	Salary Grade (SG)
Engineer III	1	19

**H. Office of the City Planning and Development Coordinator**

Position / Item	Quantity	Salary Grade (SG)
City Government Assistant Department Head I	1	23
Administrative Officer II (Draftsman III)	1	11

CONTINUED ON NEXT PAGE.





Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 4 of City Ordinance No. 21-43 (General):

Administrative Assistant I (Computer Operator I)	1	7
---	---	---

I. Office of the City Assessor

Position / Item	Quantity	Salary Grade (SG)
Assistant City Assessor I	1	23
Assessment Clerk III	1	9
Data Entry Machine Operator I	1	6
Tax Mapping Aide	2	4

J. Office of the City Treasurer

Position / Item	Quantity	Salary Grade (SG)
Local Revenue Collection Officer IV	1	22
Computer Operator IV	1	14
Administrative Assistant IV (Bookbinder IV)	1	10

K. Office of the City Budget Officer

Position / Item	Quantity	Salary Grade (SG)
City Government Assistant Department Head I (Assistant Budget Officer)	1	23

Section 4. POWER, DUTIES AND FUNCTIONS -

A. Office of the City Mayor

A.1 General Trias Medicare Hospital

A.1.1 The Chief of Hospital II (SG-25) shall:

- Be responsible for the overall management and administration of the hospital,
- Formulate policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel,
- Coordinate with the local government for an effective and integrated health program implementation,
- Be responsible for the effective inter agency relation,
- Supervise day-to-day operation and administration of function units, and
- Perform other related activities as may be required.

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 5 of City Ordinance No. 21-43 (General):

**A.1.2 The Medical Officer IV (SG-23) shall:**

- i. Perform a variety of technical and medical task such as assistance to the Chief of Hospital for the implementation of health programs.
- ii. Gives medical attention to all patients and directs the treatment management of the case,
- iii. Coordinate with the nurses/midwives etc. regarding patient care,
- iv. Consult Chief of Hospital on different and conflicted cases, and
- v. Perform other related activities as may be required.

**A.1.3 The Medical Officer III (SG-21) shall:**

- i. Assist the City Health Officer for the implementation of health program in the City,
- ii. Gives medical attention to all patients and directs the treatment management of the case,
- iii. Coordinate with the immediate superior and other personnel regarding patient care,
- iv. Consult Chief of Hospital on different and conflict cases, and
- v. Perform other related activities as may be required.

**A.1.4 The Nurse II (SG-17) shall:**

- i. Carry out medical and nursing functions as specified in the operational manual of Medicare Hospital,
- ii. Participate in the planning and evaluation of the health programs for the community, and
- iii. Perform other related activities as may be required.

**A.1.5 The Medical Technologist I (SG-11) shall:**

- i. Assist the physician in making a medical diagnosis by accurately performing and reporting all in-house laboratory testing procedures and obtaining necessary specimens for reference laboratory testing, as required,
- ii. Ensure accurate laboratory testing by personally drawing specimen from patients and/or by giving clear, precise instructions to patients for self-administered lab tests,
- iii. Assist in the preparation of reports by keeping accurate records on all radiographic and laboratory procedures performed, and
- iv. Perform other related activities as may be required.

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 6 of City Ordinance No. 21-43 (General):

**A.1.6 The Pharmacist I (SG-11) shall:**

- i. Prepare and dispense medications ordered or prescribed by medical officers using appropriate technique and following the health system's policies and procedures,
- ii. Assure the distribution and availability of medicines,
- iii. Provide quality pharmaceutical care to all patient care areas,
- iv. Instruct patients on how and when to take a prescribed medicine and inform them about potential side effects from taking the medicine,
- v. Adhere to applicable legal rules, regulations, and procedures governing pharmaceutical practice, and
- vi. Perform other related activities as may be required.

**A.1.7 The Administrative Aide III (Driver I) (SG-3) shall:**

- i. Drive assigned vehicles to transport patients, and/or personnel on official business, visitors, and/or cargoes to destination as directed,
- ii. Carry out vehicle maintenance checks, and
- iii. Perform other related activities as may be required.

**A.1.8 The Cook I (SG-3) shall:**

- i. Prepare or assist in the preparation of meals of patients,
- ii. Assist the immediate superiors in monitoring of patient's nutritional status,
- iii. Monitor sanitation practices and follow kitchen safety standards,
- iv. Assist in the cleaning of kitchen area and general maintenance of equipment and inventory control, and
- v. Perform other related activities as may be required.

**A.1.9 The Administrative Aide I (Utility Worker I) (SG-1) shall:**

- i. Provide janitorial services and maintain orderliness by cleaning the office, wards, and hospital premises,
- ii. Provide messengerial services by performing errands to ensure timely delivery of communication and efficient flow of documents, and
- iii. Perform other related activities as may be required.

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 7 of City Ordinance No. 21-43 (General):

**A.2 City Disaster and Risk Reduction Management Division**

**A.2.1 The Local Disaster Risk Reduction Management Officer II (SG-15) shall:**

- i. Assist the CDRRMO in facilitating and supporting risk assessments and contingency planning activities at the local level,
- ii. Respond to the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there as an efficient mechanism for immediate delivery of food, shelter and medical supplies for the affected casualties,
- iii. Identify and assess the hazards, vulnerabilities and risks that may occur in their locality and disseminate information and raise public awareness about such situations,
- iv. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area, and
- v. Perform other related activities as may be required.

**A.2.2 The Local Disaster Risk Reduction Management Assistant (SG-8) shall:**

- i. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level,
- ii. Conduct research and development initiatives on DRRM,
- iii. Maintain a database of human resource and their capabilities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers,
- iv. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks, and
- v. Perform other related activities as may be required.

**A.2.3 The Administrative Assistant I (Computer Operator I) (SG-7) shall:**

- i. Operate computer to run production jobs and backups of primary system scheduled in accordance with system operations instructions, prepare backup system transaction and data files for pick-up data vault,
- ii. Determine necessary preventive an corrective equipment maintenance, perform routine cleaning and maintenance of equipment and its accessories,

CONTINUED ON NEXT PAGE.





Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 8 of City Ordinance No. 21-43 (General):

- iii. Program important transactions, and
- iv. Perform other related activities as may be required.

**A.2.4 The Administrative Aide VI (Electronics and Communications Equipment Technician I) (SG-6) shall:**

- i. Be responsible for operating and maintaining surveillance equipment or Closed-circuit television (CCTV),
- ii. Watch both live and recorded CCTV footage,
- iii. Report incidents or suspicious behavior and contact the authorities when necessary,
- iv. Take charge of trouble shooting during actual operation, rehearsal and actual presentation of activities,
- v. Make report on the condition of existing equipment and recommend appropriate actions, and
- vi. Perform other related activities as may be required.

**A.2.5 The Administrative Aide III (Driver I) (SG-3) shall:**

- i. Drive assigned vehicles to transport personnel on official business, visitors, and/or cargoes to destination as directed,
- ii. Carry out vehicle maintenance checks, and
- iii. Perform other related activities as may be required.

**A.2.6 The Administrative Aide III (Audio-Visual Equipment Operator I) (SG-3) shall:**

- i. Be responsible for operating and maintaining surveillance equipment or Closed-circuit television (CCTV),
- ii. Watch both live and recorded CCTV footage,
- iii. Report incidents or suspicious behavior and contact the authorities when necessary, and
- iv. Perform other related activities as may require.

CONTINUED ON NEXT PAGE





Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 9 of City Ordinance No. 21-43 (General):

**A.3 Internal Audit and Management Information Division**

**A.3.1 The Internal Auditor III (SG-18) shall:**

- i. Under general supervision, review agency organizational structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;
- ii. Discuss internal audit scope and objectives with affected agency personnel prior to conduct of audit,
- iii. Draft the consolidated internal audit report,
- iv. Discuss audit results with auditee/s before the draft of the report is finalized,
- v. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation,
- vi. Conduct investigations of anomalies discovered in audits and submit reports and recommendations on investigations completed,
- vii. Conduct special audits as assigned, and
- viii. Perform such other functions and duties that may be assigned from time to time.

**A.3.2 The Internal Auditor II (SG-15) shall:**

- i. Under general supervision, draft audit plans for review of immediate supervisor,
- ii. Discuss internal audit scope and objectives with affected agency personnel prior to conduct of audit,
- iii. Perform difficult financial and/or operations auditing work,
- iv. Draft report on the results of the audit completed,
- v. Discuss audit results with auditee/s before the draft of the report is finalized,
- vi. Make appropriate recommendations based on the results of the audit,
- vii. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation, and

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 10 of City Ordinance No. 21-43 (General):

- viii. Perform such other functions and duties that may be assigned from time to time.

**A.3.4 The Internal Auditor I (SG-11) shall:**

- i. Under general supervision, conduct researches to obtain background information on the activities to be audited to determine the impact on the audit, the resources necessary to perform the audit, and possible risk associated with the audit,
- ii. Discuss research findings with the leader of the audit team,
- iii. Perform simple financial and/or operations auditing work,
- iv. Draft report on the results of the audit completed,
- v. Discuss audit results with auditee/s before the draft of the report is finalized,
- vi. Make appropriate recommendations based on the results of the audit,
- vii. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation, and
- viii. Perform such other functions and duties that may be assigned from time to time.

**A.4 City Urban Poor Affairs Section**

**A.4.1 The Housing and Homesite Regulation Officer III (SG-16) shall:**

- i. Implement the programs and projects of the city to uplift the lives of the urban poor and the informal settlers in coordination with other government agencies concerned,
- ii. Formulate strategies, work plans and setting of priorities on the basis of data gathered together with the Local Housing Board especially on matters and problems relative to Housing or City's Shelter Program,
- iii. Coordinate with concerned government agencies and other NGO's if there are cases subject for demolition or eviction especially those within the danger zone,
- iv. Coordinate with the Local Housing Board for the housing components of the program for those cases subject for demolition or eviction, and
- v. Perform other duties and functions assigned by the immediate supervisor.

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 11 of City Ordinance No. 21-43 (General):

**A.5 City Cooperative Development Section**

**A.5.1 The Supervising Cooperatives Development Specialist (SG-22) shall:**

- i. Assist the Local Chief Executive in the promotion, organization and development of cooperative in the city,
- ii. Conduct training for growth of cooperatives,
- iii. Coordinate with other line agencies for the development of cooperatives,
- iv. Assist the existing cooperatives and would-be cooperatives for registration,
- v. Prepare the annual reports and audit financial statement for submission to the Cooperative Development Authority, and
- vi. Perform such other functions and duties that may be assigned from time to time.

**A.6 City Building Regulatory Division**

**A.6.1 The Engineering Aide (SG-4) shall:**

- i. Provide technical support to engineers on a variety of technical tasks, and
- ii. Perform other related activities as may be required.

**B. Office of the City Information and Tourism Officer**

**B.1. The Administrative Assistant IV (Photographer III) (SG-10) shall:**

- i. Take and process pictures of people, places, and events,
- ii. Maintain and operate all photography equipment,
- iii. Inspect photographic equipment prior to use to ensure they function efficiently,
- iv. Maintain filing system and record of pictures taken from different events, and
- v. Perform other related activities as may be required.

**C. Office of the City Health Officer**

**C.1 The Medical Officer IV (SG-23) shall:**

- i. Perform a variety of technical and medical task such as assistance to the City Health Officer for the implementation of health programs,
- ii. Coordinate with the local government for an effective and integrated health program implementation,
- iii. Gives medical attention to all patients and directs the treatment management of the case,
- iv. Coordinate with the nurses/midwives etc. regarding patient care,
- v. Consult City Health Officer on different and conflicted cases,
- vi. Be responsible for the effective inter agency relation, and
- vii. Perform such other functions and duties that may be assigned from time to time.

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 12 of City Ordinance No. 21-43 (General):

**C.2 The Nurse II (SG-17) shall:**

- i. Carry out medical and nursing functions as specified in the operational manual of the City Health Office,
- ii. Participate in the planning and evaluation of the health programs for the community, and
- iii. Perform such other functions and duties that may be assigned from time to time.

**D. Office of the City Social Welfare and Development Officer**

**D.1 The Social Welfare Officer I (SG-11) shall:**

- i. Under general supervision, implements social welfare programs and services within the area of assignment,
- ii. Contribute to the development of new strategies, technologies, or enhancement of existing policies,
- iii. Prepare/submit project proposals, case studies and other reports, and
- iv. Perform other related activities as may be required.

**E. Office of the City General Services Officer**

**E.1 The Engineer IV (SG-22) shall:**

- i. Assist the City General Services officer in carrying out measure to ensure the delivery of basic services and provision of adequate facilities which require general services expertise and technical support services,
- ii. Assist the City General Services Officer in the supervision and coordination of administrative functions, personnel and general services of the office facilities,
- iii. Supervise maintenance, facilities and janitorial works in the city government buildings and surroundings, and
- iv. Perform such other functions and duties that may be assigned from time to time.

**F. Office of the City Environmental and Natural Resources Officer**

**F.1 The Supervising Environmental Management Specialist (SG-22) shall:**

- i. Assist the City Environmental and Natural Resources Officer in formulating measures in ensuring the delivery of basic services and provision of adequate facilities relative to environment and natural resources services,
- ii. Assist in the development of plans and strategies and implement the same, particularly those which have to do with environment and natural resources programs and projects,
- iii. Recommend to the City Environmental and Natural Resources Officer on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources, and

CONTINUED ON NEXT PAGE.





**Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 13 of City Ordinance No. 21-43 (General):

- iv. Perform such other functions and duties that may be assigned from time to time.

**G. Office of the City Engineer**

**G.1 The Engineer III (SG-19) shall:**

- i. Implement all city infrastructure projects and assist in the implementation of provincial and national infrastructure projects within the City,
- ii. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the local government unit concerned,
- iii. Provide engineering services to the city government, including investigation and survey, engineering designs, feasibility studies, and project management,
- iv. Supervise project construction and maintenance, and
- v. Perform such other functions and duties that may be assigned from time to time.

**H. Office of the City Planning and Development Coordinator**

**H.1 The City Government Assistant Department Head I (SG-23) shall:**

- i. Assist in the formulation of integrated economic, social, physical, and other development plans and policies,
- ii. Assist the City Planning Development Coordinator in the discharge of official functions,
- iii. Assist in the supervision of the implementation of the office plans, programs, and activities,
- iv. Participate on the policy formulation or decision at top management level,
- v. Study current trends, issues and problems affecting the city government mission, objectives and policies, and
- vi. Perform such other functions and duties that may be assigned from time to time.

**H.2 The Administrative Officer II (Draftsmen III) (SG-11) shall:**

- i. Create the working drawings or other graphical documents that result from the design process,
- ii. Generate sketches or specifications from an architect, engineer, or other designers and translate them into detailed CAD drawings that can be used as the basis for a construction project,
- iii. Design floor plans, elevations, and realistic renderings with the help of software,
- iv. Coordinate with designers, technicians and other personnel to incorporate concepts and information into drawing packages, and

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 14 of City Ordinance No. 21-43 (General):

- v. Perform such other functions and duties that may be assigned from time to time.

**H.3 The Administrative Assistant I (Computer Operator I) (SG-7) shall:**

- i. Encode and update CPDC records, organize and maintain CPDC files using MS Office,
- ii. Be responsible in the operations, maintenance of the servers, troubleshoots and resolve connectivity problems of all computers used in the office,
- iii. Assist in managing and obtaining data of the CBMS database,
- iv. Prepare presentation materials and assist/support in the conduct of CPDC seminars and planning workshops, and
- v. Perform such other functions and duties that may be assigned from time to time.

**I. Office of the City Assessor**

**I.1 The Assistant City Assessor I (SG-23) shall:**

- i. Assist the City Assessor in ensuring that all laws and policies, plans and programs, techniques, procedures and practices in the valuation of assessment of real properties for taxation purposes,
- ii. Assist in the establishment of a systematic method of real property tax assessment,
- iii. Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the City,
- iv. Participate on the policy formulation or decision at top management level,
- v. Study current trends, issues and problems affecting the city government mission, objectives and policies, and
- vi. Perform such other functions and duties that may be assigned from time to time.

**I.2 The Assessment Clerk III (SG-9) shall:**

- i. Gather data from documents such as records of Sale, Lease, Mortgages and Annotation of liens and encumbrances, adverse claims, sets complied materials of Assessment Roll for Land, machineries, buildings and other improvements,
- ii. Prepare Certified True Copies from Tax Declaration, Certifications. Verify the availability of records from previous revision up to the latest revision and prepare the Tracer/ History of tax declaration needed by the client,
- iii. Review tax declaration, certification for the approval of the City Assessor, and

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 15 of City Ordinance No. 21-43 (General):

- iv. Prepare and maintain assessments rolls for taxable and for exempt real properties located within the territorial jurisdiction of the local government unit concerned.

**I.3 The Data Entry Machine Operator I (SG-6) shall:**

- i. Prepare, compile and sort documents for data entry,
- ii. Verify and log receipt of data,
- iii. Transcribe source data into the required electronic format,
- iv. Verify integrity of data by comparing it to source documents,
- v. Review data for errors, missing pages or missing information and resolve any discrepancies,
- vi. Maintain a filing system and protects confidential client information,
- vii. Perform regular backups to ensure data preservation, and
- viii. Perform such other functions and duties that may be assigned from time to time.

**I.4 The Tax Mapping Aide (SG-4) shall:**

- i. Assist in the conduct of physical surveys to verify and determine whether all real properties within the city are properly listed,
- ii. Assist in the issuance of certified copies of assessment records of real property and all other records relative to its assessment,
- iii. Receive/Release Job Orders for Tax Map Processing, and
- iv. Perform such other functions and duties that may be assigned from time to time.

**J. Office of the City Treasurer**

**J.1 The Local Revenue Collection Officer IV (SG-22) shall:**

- i. Prepare the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor expenditures; implement adjustments,
- ii. Monitor, develop, and implement measures to ensure compliance with various legislative, accounting, and financial reporting requirements including statutes pertaining to the investment of public funds, Government Accounting Standard Board pronouncements, Local Tax Code and banking regulations,
- iii. Plan and assigned the receiving and collection function of group of revenue collection clerks, and
- iv. Perform such other functions and duties that may be assigned from time to time.

**J.2 The Computer Operator IV (SG-14) shall:**

- i. Supervise the treasury computerized system to ensure smooth flow of the operation,

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 16 of City Ordinance No. 21-43 (General):

- ii. Take charge of the important computerized transactions regarding real property tax payment, statement of collections and accountable forms, voucher and other related works,
- iii. Supervise on the collection of real property tax of various subdivisions, including preparation and monitoring of tax order of payment using computerized system,
- iv. Prepare report of collection and deposits,
- v. Record and maintain report on real property tax account register, and
- vi. Perform such other functions and duties that may be assigned from time to time.

- J.3 The Administrative Assistant IV (Bookbinder IV) (SG-10) shall:**
- i. Supervise the bookbinding system, filing of documents and records,
  - ii. Assist in updating the Business Tax Administration Register and Index Card,
  - iii. Assist in the preparation and distribution of Notice of Delinquency to delinquent taxpayers,
  - iv. Supervise on the preparation of job orders' salaries,
  - v. Record all payroll and cash advances in cash books,
  - vi. Reconcile book of accounts, and
  - vii. Perform such other functions and duties that may be assigned from time to time.

**K. Office of the City Budget Officer**

**K.1 The City Government Assistant Department Head I (Assistant Budget Officer) (SG-23) shall:**

- i. Assist the City Budget Officer in the preparation of annual, supplemental, special or deficiency budget, and consolidation of budgets and plantillas and built them up into one budget proposals,
- ii. Assist the City Budget Officer in preparing forms, orders, and circulars embodying instructions on budgetary and appropriation matters,
- iii. Assist the City Budget Officer in reviewing and consolidating the budget proposal of different departments and offices of the local government unit, and
- iv. Perform such other functions and duties that may be assigned from time to time.

**Section 5. APPOINTMENT AND QUALIFICATION** – The following positions shall be appointed by the City Mayor and such appointment shall be in accordance with civil service laws, rules and regulations and subject to the following qualifications:

**A. Office of the City Mayor**

**A.1 General Trias Medicare Hospital**

**A.1.1 Chief of Hospital II (SG-25)**

Education - Doctor of Medicine  
Experience - 3 years of relevant supervisory experience

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 17 of City Ordinance No. 21-43 (General):

<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)</b>

**A.1.2 Medical Officer IV (SG-23)**

<b>Education</b>	-	<b>Doctor of Medicine</b>
<b>Experience</b>	-	<b>1 year of relevant experience</b>
<b>Training</b>	-	<b>4 hours relevant training</b>
<b>Eligibility</b>	-	<b>RA 1080</b>

**A.1.3 Medical Officer III (SG-21)**

<b>Education</b>	-	<b>Doctor of Medicine</b>
<b>Experience</b>	-	<b>None Required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>RA 1080</b>

**A.1.4 Nurse II (SG-17)**

<b>Education</b>	-	<b>Bachelor of Science in Nursing</b>
<b>Experience</b>	-	<b>1 year of relevant experience</b>
<b>Training</b>	-	<b>4 hours relevant training</b>
<b>Eligibility</b>	-	<b>RA 1080</b>

**A.1.5 Medical Technologies (SG-11)**

<b>Education</b>	-	<b>Bachelor's Degree in Medical Technology or B.S. in Public Health</b>
<b>Experience</b>	-	<b>None Required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>RA 1080</b>

**A.1.6 Pharmacist I (SG-11)**

<b>Education</b>	-	<b>Bachelor's Degree in Pharmacy</b>
<b>Experience</b>	-	<b>None Required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>RA 1080</b>

**A.1.7 Administrative Aide III (Driver I) (SG-3)**

<b>Education</b>	-	<b>Elementary School Graduate</b>
<b>Experience</b>	-	<b>None Required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>Driver License (MC11, s. 96-Cat.II)</b>

**A.1.8 Cook I (SG-3)**

<b>Education</b>	-	<b>Elementary School Graduate</b>
<b>Experience</b>	-	<b>None Required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>None Required</b>

**A.1.9 Administrative Aide I (Utility Worker I) (SG-1)**

<b>Education</b>	-	<b>Must be able to read and write</b>
<b>Experience</b>	-	<b>None Required</b>

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 18 of City Ordinance No. 21-43 (General):

Training - None Required  
Eligibility - None Required

**A.2 City Disaster and Risk Reduction Management Division**

**A.2.1 Local Disaster Risk Reduction Management Officer II (SG-15)**

Education - Bachelor's Degree  
Experience - 1 year of relevant experience on DRRM  
Training - 4 hours relevant training on DRRM  
Eligibility - Career Service (Professional) Second Level Eligibility

**A.2.2 Local Disaster Risk Reduction Management Assistant (SG-8)**

Education - Completion of 2 years in College  
Experience - 1 year of relevant experience on DRRM  
Training - 4 hours relevant training on DRRM  
Eligibility - Career Service (Sub-professional) First Level Eligibility

**A.2.3 Administrative Assistant I (Computer Operator I) (SG-7)**

Education - Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course  
Experience - None Required  
Training - None Required  
Eligibility - Career Service (Sub-professional) Data Encoder (MC11, s. 96-Cat.I) First Level Eligibility

**A.2.4 Administrative Assistant VI (Electronics and Communications Equipment Technician I) (SG-6)**

Education - Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course  
Experience - None Required  
Training - None Required  
Eligibility - Career Service (Sub-professional) Data Encoder (MC11,s.96-Cat.I) First Level Eligibility

CONTINUED ON NEXT PAGE.





Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 19 of City Ordinance No. 21-43 (General):

**A.2.5 Administrative Aide III (Driver I) (SG-3)**

Education - Elementary School Graduate  
Experience - None Required  
Training - None Required  
Eligibility - Driver License (MC 11, s. 96-Cat.II)

**A.2.6 Administrative Aide III (Audio-Visual Equipment Operator I) (SG-3)**

Education - High School Graduate or completion of relevant Vocational/Trade Course  
Experience - None Required  
Training - None Required  
Eligibility - Audio-Visual Equipment Operator/Technician (MC 10, s. 2013-Cat. II)

**A.3 Internal Audit and Management Information Division**

**A.3.1 Internal Auditor III (SG-18)**

Education - Bachelor's Degree (relevant to the job)  
Experience - 2 years of relevant experience  
Training - 8 hours relevant training  
Eligibility - Career Service (Professional) Second Level Eligibility

**A.3.2 Internal Auditor II (SG-15)**

Education - Bachelor's Degree (relevant to the job)  
Experience - 1 year of relevant experience  
Training - 4 hours relevant training  
Eligibility - Career Service (Professional) Second Level Eligibility

**A.3.3 Internal Auditor I (SG-11)**

Education - Bachelor's Degree (relevant to the job)  
Experience - None required  
Training - None required  
Eligibility - Career Service (Professional) Second Level Eligibility

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 20 of City Ordinance No. 21-43 (General):

**A.4 City Urban Poor Affair Section**

**A.4.1 Housing and Homesite Regulation Officer III (SG-16)**

Education	-	Bachelor's Degree
Experience	-	1 year of relevant experience
Training	-	4 hours relevant training
Eligibility	-	Career Service (Professional) Second Level Eligibility

**A.5 City Cooperative Development Section**

**A.5.1 Supervising Cooperatives Development Specialist (SG-22)**

Education	-	Bachelor's Degree relevant to the job
Experience	-	3 years of relevant experience
Training	-	16 hours relevant training
Eligibility	-	Career Service (Professional) Second Level Eligibility

**A.6 City Building Regulatory Division**

**A.6.1 Engineer Aide (SG-4)**

Education	-	High School Graduate or Completion of relevant vocational/trade course
Experience	-	None required
Training	-	None required
Eligibility	-	None required (MC 11, s. 96-Cat.III)

**B. Office of the City Information and Tourism Officer**

**B.1 Administrative Assistant IV (Photographer III) (SG-10)**

Education	-	High School Graduate or Completion of relevant Vocational/Trade Course
Experience	-	2 years of relevant experience
Training	-	8 hours of relevant training
Eligibility	-	Photographer (MC 11, s. 96-Cat.III)

**C. Office of the City Health Officer**

**C.1 Medical Officer IV (SG-23)**

Education	-	Doctor of Medicine
Experience	-	1 year of relevant experience
Training	-	4 hours of relevant training
Eligibility	-	RA 1080

**C.2 Nurse II (SG-17)**

Education	-	Bachelor of Science in Nursing
Experience	-	1 year of relevant experience
Training	-	4 hours of relevant training
Eligibility	-	RA 1080

**D. Office of the City Social Welfare and Development Officer**

**D.1 Social Welfare Officer I (SG-11)**

Education	-	Bachelor's degree in Social Work
-----------	---	----------------------------------

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 21 of City Ordinance No. 21-43 (General):

Experience - None required  
Training - None required  
Eligibility - RA 1080 (Social Worker)

**E. Office of the City General Services Officer**

**E.1 Engineer IV (SG-22)**

Education - Bachelor's degree in Engineering  
relevant to the job  
Experience - 3 years of relevant experience  
Training - 16 hours of relevant training  
Eligibility - RA 1080

**F. Office of the City Environment and Natural Resources Officer**

**F.1 Supervising Environmental Management Specialist  
(SG-22)**

Education - Bachelor's degree relevant to the job  
Experience - 3 years of relevant experience  
Training - 16 hours of relevant training  
Eligibility - Career Service (Professional)  
Second Level Eligibility

**G. Office of the City Engineer**

**G.1 Engineer III (SG-19)**

Education - Bachelor's degree in Engineering  
relevant to the job  
Experience - 2 years of relevant experience  
Training - 8 hours of relevant training  
Eligibility - RA 1080

**H. Office of the City Planning and Development Coordinator**

**H.1 City Government Assistant Department Head I (SG-23)**

Education - Bachelor's degree  
Experience - 3 years of relevant experience  
Training - 16 hours of relevant training  
Eligibility - Career Service (Professional)  
Second Level Eligibility

**H.2 Administrative Officer II (Draftsman III) (SG-11)**

Education - Completion of two years studies in  
College or High School Graduate  
with relevant Vocational/Trade  
Course  
Experience - 2 years of relevant experience  
Training - 8 hours of relevant training  
Eligibility - Career Service (Sub professional)  
Draftsman or Illustrator (MC 11, s. 96-  
Cat.I) First Level Eligibility

**H.3 Administrative Assistant I (Computer Operator I) (SG-7)**

Education - Completion of two years studies in  
College or High School Graduate with  
relevant Vocational/Trade Course  
Experience - None Required

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 22 of City Ordinance No. 21-43 (General):

**Training - None Required**  
**Eligibility - Career Service (Sub-professional)**  
**Data Encoder (MC 11, s. 96-Cat.I)**  
**First Level Eligibility**

**I. Office of the City Assessor**

**I.1 Assistant City Assessor I (SG-23)**

**Education - Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course**  
**Experience - 3 years experience in real property**  
**Training - None required**  
**Eligibility - RA 1080 (Real Estate Service)**

**I.2 Assessment Clerk III (SG-9)**

**Education - Bachelor's degree**  
**Experience - 3 years of relevant experience**  
**Training - 16 hours of relevant training**  
**Eligibility - Career Service (Professional)**  
**Second Level Eligibility**

**I.3 Data Entry Machine Operator I (SG-6)**

**Education - Bachelor's degree**  
**Experience - 3 years of relevant experience**  
**Training - 16 hours of relevant training**  
**Eligibility - Career Service (Professional)**  
**Second Level Eligibility**

**I.4 Tax Mapping Aide (SG-4)**

**Education - Bachelor's degree**  
**Experience - 3 years of relevant experience**  
**Training - 16 hours of relevant training**  
**Eligibility - Career Service (Professional)**  
**Second Level Eligibility**

**J. Office of the City Treasurer**

**J.1 Local Revenue Collection Officer IV (SG-22)**

**Education - Bachelor's degree**  
**Experience - 3 years of relevant experience**  
**Training - 16 hours of relevant training**  
**Eligibility - Career Service (Professional)**  
**Second Level Eligibility**

**J.2 Computer Operator IV (SG-14)**

**Education - Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course**  
**Experience - 3 years of relevant experience**  
**Training - 16 hours of relevant training**  
**Eligibility - Career Service (Sub professional)**  
**Data Encoder (MC 11, s. 96-Cat.I)**  
**First Level Eligibility**

CONTINUED ON NEXT PAGE.





**Republic of the Philippines**  
**Region IV-A (CALABARZON)**  
**Province of Cavite**  
**CITY OF GENERAL TRIAS**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 23 of City Ordinance No. 21-43 (General):

**J.3 Administrative Assistant IV (Bookbinder IV) (SG-10)**  
Education - Elementary School Graduate  
Experience - 2 years of relevant experience  
Training - 8 hours of relevant training  
Eligibility - None Required (MC 11, s. 96-Cat.III)

**K. Office of the City Budget Officer**

**K.1 City Government Assistant Department Head I (Assistant Budget Officer) (SG-23)**  
Education - Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course  
Experience - 3 years experience in government budgeting or in any related field.  
Training - 16 hours of relevant training  
Eligibility - Career Service (Professional)  
Second Level Eligibility

**Section 6. APPROPRIATIONS** - The basic compensation of personnel who will fill-up the plantilla positions as herein above created is hereby appropriated and shall be taken from the general funds of the City Government of General Trias.

**Section 7. IMPLEMENTING GUIDELINES** - The City Human Resource and Management Office (HRMO) is hereby mandated to see to it that the plantilla positions as herein created are in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policies of the Department of Budget and Management (DBM).

**Section 8. SEPARABILITY CLAUSE** - If any portion of this Ordinance is declared invalid, other parts not affected shall remain valid and enforceable.

**Section 9. REPEALING CLAUSE** - All orders, memoranda, rules and regulations, or any part or parts hereof, inconsistent with the provisions of this Ordinance are hereby revoked or modified accordingly.

**Section 10. EFFECTIVITY** - This ordinance shall take effect upon its approval.

**ORDAINED under SECOND/FINAL READING on 07 JUNE 2021.**


  
**JONAS GLYNN P. LABUGUEN**  
SP Member

  
**GARY A. GREPO**  
SP Member

  
**CLARISSE J. CAMPAÑA-MORAL**  
SP Member

  
**JOWIE S. CARAMPOT**  
SP Member

  
**KRISTINE JANE M. PERDITO-BARISON**  
SP Member

  
**ISAGANI L. CULANDING**  
SP Member

  
**J-M VERGEL M. COLUMNA**  
SP Member

  
**WALTER C. MARTINEZ**  
SP Member

CONTINUED ON NEXT PAGE.






Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 24 of City Ordinance No. 21-43 (General):

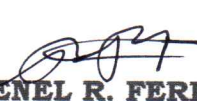
  
FLORENCIO D. AYOS  
SP Member

  
VIVENCIO Q. LOZARES, JR.  
SP Member

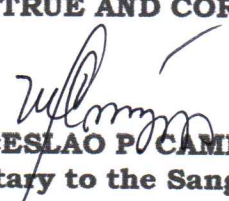
  
RICHARD R. PARIN  
SP Member

  
HERNANDO M. GRANADOS  
SP Member


  
ALFREDO S. CHING  
SP Member/LNB President

  
REIENEL R. FERRER  
SP Member/SKF President

CERTIFIED TRUE AND CORRECT:

  
WENCESLAO P. CAMINGAY  
Secretary to the Sanggunian

ATTESTED:

  
MAURITO C. SISON  
City Vice Mayor/Presiding Officer

APPROVED:

  
ANTONIO A. FERRER  
City Mayor

wpc/app/dga

AdP